

ALL DULLES AREA MUSLIM SOCIETY
FACILITY RENTAL RESERVATION APPLICATION
 Ph: 703-433-1325 ext 101 or 103, Fax: 571-434-8611 email: administrator@adamscenter.us
 * Please contact ADAMS first for availability *

COVER PAGE

This application is for the use (referred to as “Event”) of a facility belonging to the All Dulles Area Muslim Society (referred to as “ADAMS”) by _____ (referred to as “Renter” or “Applicant”). Application for private use MUST be made at least seven days in advance of event – NO EXCEPTIONS. The following documents are included in this application. By initialing, Renter acknowledges receipt of each document as indicated below:

- COVER PAGE.....RENTER: _____ DATE: _____
- EXPLANATION OF EVENT.....RENTER: _____ DATE: _____
- SCHEDULE OF FEES.....RENTER: _____ DATE: _____
- ITEMIZATION OF FEES DUE AT TIME OF APPLICATION.....RENTER: _____ DATE: _____
- RENTAL AGREEMENT.....RENTER: _____ DATE: _____
- CONDITION ASSESSMENT I – BEFORE EVENT.....RENTER: _____ DATE: _____
- CONDITION ASSESSMENT II – AFTER EVENT.....RENTER: _____ DATE: _____
- RECEIPT OF FEES / RECEIPT OF DEPOSIT.....RENTER: _____ DATE: _____
- DETERMINATION OF RETURN OR RETAINMENT OF DEPOSIT.....RENTER: _____ DATE: _____
- VERIFICATION OF USE BY ADAMS PROGRAM OR COMMITTEE.....RENTER: _____ DATE: _____
 (IF APPLICABLE, TO BE COMPLETED BY COMMITTEE CHAIR OF RESPECTIVE PROGRAM)

If approval for the event is granted by ADAMS, this entire application becomes a legally binding contract between ADAMS and the Renter as of the date of application.

Renter’s Printed Name _____

Address _____ City _____ State _____ Zip _____

Phone (H) _____ (C) _____ (W) _____

Email _____ Fax _____

<i>FOR ADAMS USE ONLY</i>	
Date of application: _____	Received by: _____
Application is: Approved _____ Not Approved _____ by: _____	
Applicant/Renter was notified of decision on _____ by: _____	

SCHEDULE OF FEES

	<u>Rental of Space</u>	<u>Renter's Initials</u>
<u>Multipurpose Hall:</u>	\$100/hr. Minimum charge of 4 (four) hours (3 (three) hours minimum charge during Ramadan). \$300 Security Deposit. No events during Ramadan.	
<u>Combo Room:</u>	\$50/hr. Minimum charge of 3 (three) hours. \$150 Security deposit. Cannot be used for business office type rental	
<u>Library/Classroom:</u>	\$50/hr. Minimum charge of 2 (two) hours. \$100 Security deposit. Cannot be used for business office type rental	
<u>Kitchen:</u>	May NOT be rented separately. Can ONLY be rented w/ the Multipurpose Hall or Combo Room for an additional \$50/hr. If there are two events renting the kitchen at the same time, both parties will be charged a discounted hourly rate of \$25 each. An ADAMS Agent, whose decisions will prevail, will be on duty to help coordinate. \$250 Security deposit.	

	<u>Additional Services and Fees</u>	<u>Renter's Initials</u>
<u>Mop Fee:</u>	\$70 – MANDATORY with rental of Multipurpose Hall. No exceptions.	
<u>Sweep Fee:</u>	\$50 – MANDATORY if ADAMS is responsible for sweeping the Multipurpose Hall. Optional ONLY if Renter chooses to sweep the facility. Renter will then be subject to sweep inspection in Condition Assessment.	
<u>Vacuum Fee:</u>	\$50 - MANDATORY if ADAMS is responsible for vacuuming the Combo Room or the Sterling Branch Main Hall. Optional ONLY if Renter chooses to sweep the facility. Renter will then be subject to vacuum inspection in Condition Assessment.	
<u>Chairs/Tables Setup Fee:</u>	\$105 – MANDATORY if ADAMS provides the setup of the tables and chairs used during event. Optional ONLY if the Renter does the setup.	
<u>Chairs/Tables Takedown Fee:</u>	\$100 – MANDATORY if ADAMS provides the breakdown of the tables and chairs to be used during event. Optional ONLY if the Renter does the takedown. Renter will then be subject to storage inspection in Condition Assessment.	

ITEMIZATION OF FEES DUE AT TIME OF APPLICATION

SPACE	DAY & DATE	TIME	NUMBER OF HOURS	x HOURLY FEE	SUBTOTAL
<input type="checkbox"/> Multipurpose Hall (\$300 security deposit)				\$100.00	

<input type="checkbox"/> Combo Room (\$150 security deposit)				\$50.00	
<input type="checkbox"/> Kitchen (\$250 security deposit)				\$50.00	
<input type="checkbox"/> Library/Classroom (\$100 security deposit)				\$50.00	
<input type="checkbox"/> Mop Fee (MANDATORY with Multipurpose Hall)	-----	-----	-----	\$75.00	
<input type="checkbox"/> Sweep Fee (Optional with Multipurpose Hall)	-----	-----	-----	\$75.00	
<input type="checkbox"/> Vacuum Fee (Optional with Combo Room)	-----	-----	-----	\$75.00	
<input type="checkbox"/> Chairs/Tables Setup (Optional)	-----	-----	-----	\$105.00	
<input type="checkbox"/> Chairs/Tables Takedown (Optional)	-----	-----	-----	\$100.00	
<input type="checkbox"/> Outside use of Tables <input type="checkbox"/>	Cost per table	\$6 a table for 2 days	Amount of Tables:		
<input type="checkbox"/> Outside use of Chairs <input type="checkbox"/>	Cost per chair	50 cents a for- 2 days	Amount of Chairs:		
<input type="checkbox"/> DISCOUNT OF <i>RENTAL FEE ONLY</i> FOR ADAMS MEMBERS (10%) OR ADAMS LIFETIME MEMBERS (25%)	_____ %	X	\$ _____ (rental fee)		()

	SECURITY DEPOSIT DUE:	TOTAL FEES DUE:
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RENTAL AGREEMENT

The undersigned certifies that he/she is familiar with the rules and regulations of ADAMS and of this rental reservation form, as initialed above, local use of public buildings and grounds, and that such Rules and Regulations and Ordinances will be enforced. The undersigned understands that the rental space cannot be used for business office type rental. The undersigned accepts full responsibility for all damages to the property caused by said use and for the prompt and proper settlement of claims for such damage that does not

include normal wear and tear. All fees must be paid in advance and refund schedule for cancellations will be handled per cancellation policy contained herein. No alcoholic beverages are allowed in the building or on its grounds. No smoking is allowed in the building. The undersigned and all users of the facility hereby agree to indemnify and hold harmless ADAMS, ADAMS Board of Trustees, ADAMS Executive Committee, ADAMS Employees, ADAMS Contractors, ADAMS Volunteers, and ADAMS agents, from any and all claims of bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of Renter(s) or User(s), his/her agents or employees. ADAMS reserves the right to refuse rental to any applicant.

<u>Cancellation Policy</u>	<u>Renter's Initials</u>
❖ <i>Seven (7) days advance cancellation:</i> No penalty, Full refund of deposit and fees.	
❖ <i>Three to Six (3-6) days advance cancellation:</i> \$75 administrative fee is retained, remainder is refunded.	
❖ <i>One to Three (1-3) days advance cancellation:</i> \$150 administrative fee is retained, remainder is refunded	
❖ <i>Same day cancellation:</i> All fees will be retained.	

If ADAMS is not notified of a cancellation by the Renter, the Renter will be responsible for payment of all fees even if the building or grounds were not used. The only exception to the Cancellation Policy outlined above is a DOCUMENTED emergency.

Applicant's Signature _____ Date _____

CONDITION ASSESSMENT I – BEFORE EVENT

√ = satisfactory X = unsatisfactory N/A = not applicable	Condition of Facility
	Trash removed from tables

	Trash removed from floors
	Tables wiped down with cleaner and towels
	Trash taken out and placed in dumpster on ADAMS grounds
	Floors swept - Not Applicable if ADAMS is paid to do this
	Floors Mopped
	Floors vacuumed - Not Applicable if ADAMS is paid to do this
	Tables folded, returned to carts, and wheeled into storage - Not Applicable if ADAMS is paid to do this
	Chairs stacked, returned to carts, and wheeled into storage - Not Applicable if ADAMS is paid to do this
	No damage to walls
	No stains on carpet
	No rips or breaks of vinyl or tile
	Kitchen stove is clean and empty
	Kitchen refrigerator is clean and empty
	Kitchen floor is swept and mopped
	Kitchen trash is removed
	No items remaining that do not belong to ADAMS

ADAMS' Agent's

Signature:

Witness'

Signature:

CONDITION ASSESSMENT II – AFTER EVENT

ADAMS will provide table cleaner, cleaning towels, brooms, trash bags, trash cans, and a dumpster.

√ = satisfactory X = unsatisfactory N/A = not applicable	Condition of Facility
	Trash removed from tables
	Trash removed from floors

	Tables wiped down with cleaner and towels
	Trash taken out and placed in dumpster on ADAMS grounds
	Floors swept - Not Applicable if ADAMS is paid to do this
	Floors Mopped
	Floors vacuumed - Not Applicable if ADAMS is paid to do this
	Tables folded, returned to carts, and wheeled into storage - Not Applicable if ADAMS is paid to do this
	Chairs stacked, returned to carts, and wheeled into storage - Not Applicable if ADAMS is paid to do this
	No damage to walls
	No stains on carpet
	No rips or breaks of vinyl or tile
	Kitchen stove is clean and empty
	Kitchen refrigerator is clean and empty
	Kitchen floor is swept and mopped
	Kitchen trash is removed
	No items remaining that do not belong to ADAMS
ADAMS' Agent's Signature:	
Witness' Signature:	

RECEIPT OF FEES

Renter's check # _____ in the amount of \$ _____ to be applied toward rental of facility and associated fees as initialed in ITEMIZATION OF FEES above.

Received by: _____ Date: _____

RECEIPT OF DEPOSIT

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RENTER'S INITIALS _____

Renter's check # _____ in the amount of \$ _____ to be applied toward security deposit as applicable and as initialied in ITEMIZATION OF FEES above.

Received by: _____ Date: _____

Determination of Return or Retainment of Deposit

The ADAMS Agent present during the event will complete the Condition Assessment I – Before Event and the Condition Assessment II – After Event forms contained in this document. One witness will agree to the assessment. The entire condition of the facility after the event will then be evaluated according to the following definitions:

GOOD CONDITION (100% OF DEPOSIT RETURNED)	No damage to walls. No stains on carpet. No torn vinyl tile. No broken ceramic tile. All floors swept/vacuumed as applicable. Renter may pick up deposit no sooner than ten (10) days after date of event.
FAIR CONDITION (50% OF DEPOSIT RETAINED)	Less than five marks on walls. Difficult to remove stains on vinyl tile, ceramic tile, or carpet. All floors swept/vacuumed as applicable. Renter may pick up balance of deposit no sooner than ten (10) days after date of event.
POOR CONDITION (100% OF DEPOSIT RETAINED)	More than five marks on the walls. Permanent or hard to remove stains on vinyl tile, ceramic, tile, or carpet. Torn vinyl tile. Broken ceramic tile.

****ANY PERMANENT DAMAGE (BROKEN ITEMS, BROKEN WALLS, MISSING ITEMS, ETC.), THAT IS WITNESSED BY TWO WITNESSES, WILL BE CHARGED TO THE RENTER IN PROPORTION TO THE COST OF FIXING THE DAMAGE OR REPLACING THE ITEMS, AS APPLICABLE. EXTREME DAMAGE WILL BE HANDLED ON A CASE-BY-CASE BASIS.****

BASED ON THE DEFINITIONS SET FORTH IN THE TABLE ABOVE, ADAMS' AGENT HAS DETERMINED THE RETURN OF THE FACILITY AFTER RENTAL TO BE IN: (circle one)

GOOD CONDITION	FAIR CONDITION	POOR CONDITION
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Signature of ADAMS' Agent: _____ Date: _____

Deposit to be returned to Renter:\$ _____ ADAMS' Check # _____

Signature of Renter upon return of deposit: _____ Date: _____